



Policy: 4042
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Chapter: Secure Facilities

**Rule: Juvenile Dress Code and
Permitted Property**

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) requires juveniles to abide by a dress code that ensures appropriate grooming standards. ADJC adheres to a list of allowed property that ensures uniformity, safety, and security of employees and juveniles and establishes minimum property standards for juveniles.

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Rules:

1. **Permitted Property:**
 - a. **ADJC shall:**
 - i. Issue the following as standard permitted property for juveniles residing in a secure facility:
 - (1) 4 pairs of pants and/or shorts (seasonal);
 - (2) 4 shirts;
 - (3) 5 pairs of socks (ankle length only);
 - (4) 1 pair of sweat pants;
 - (5) 1 sweatshirt (seasonal);
 - (6) 1 winter jacket (seasonal);
 - (7) 1 pair of shoes without laces (2 pairs are allowed if the juvenile has a job in which his/her shoes could become soiled and/or wet);
 - (8) 1 pair of shower shoes;
 - (9) 1 towel for males and 2 towels for females;
 - (10) 1 wash cloth;
 - (11) 1 pillow;
 - (12) 1 pillow case;
 - (13) 1 blanket;
 - (14) 1 Holy Scripture appropriate to the juvenile's religious beliefs, i.e., Bible, Koran, etc.;
 - (15) 2 books/magazines;
 - (16) 5 pictures (no polaroids);
 - (17) 5 letters;
 - (18) 5 pairs of underwear;
 - (19) 2 bed sheets;
 - (20) 2 pairs of gym shorts (AMS, CMS, EPS);
 - (21) 1 nightgown (BCS only);
 - (22) Maternity clothes (BCS only);
 - (23) 5 bras (BCS only);

- (24) Hygiene items: (sometimes stored in the office or Control Room)
 - (a) 1 shaving razor (always stored in office);
 - (b) 1 shaving cream (always stored in office);
 - (c) 1 toothbrush;
 - (d) 1 toothpaste;
 - (e) 1 shampoo;
 - (f) 1 conditioner;
 - (g) State issued ethnic specific hair products;
 - (h) 1 deodorant;
 - (i) 1 comb/pick (soft plastic only);
 - (j) 1 hairbrush (BCS only, soft plastic only);
 - (k) 1 roll of toilet paper;
 - (l) 1 bar soap; and
 - (m) 2 hair ties for juveniles who are allowed to wear their hair long (black, white, or gray in color only).
 - ii. Allow the following for special needs:
 - (1) Consider all other items as contraband unless the juvenile has obtained them as a result of:
 - (a) Rewards/consequences in his/her level system;
 - (b) Treatment/programming requirements; or
 - (c) Medical or disability requirements.
 - b. The **SUPERINTENDENT** shall:
 - i. Ensure all juveniles are issued standard permitted property except for letters and pictures;
 - ii. Ensure that the list of approved property items is posted in each housing unit;
 - iii. Update the list as necessary at regularly scheduled Superintendent's meetings; and
 - iv. Make the list reflective of all housing units in all facilities and the current Behavior Management System property privileges;
 - c. **SECURITY** shall maintain a current copy of the approved property items list in the Control Center and visitation area.
2. **Property Exceptions:**
- a. A **YOUTH PROGRAM SUPERVISOR (YPS) AND/OR CORRECTIONAL REGISTERED NURSE SUPERVISOR II (CRNS II):**
 - i. May approve any exceptions; and
 - ii. Shall put these exceptions in writing.
 - b. **UNIT PERSONNEL** shall maintain a copy of all approved property exceptions in the housing unit Control Center and clearly mark them as "Property Exceptions";
 - c. **EACH UNIT YPS OR DESIGNATED YOUTH CORRECTIONAL OFFICER III (YCO III)** shall update and maintain the accuracy of these exceptions and related documentation.
3. **Dress Code:**
- a. **JUVENILES** shall dress in the following manner unless otherwise directed by the Superintendent or Designee:
 - i. During normal programming and recreation:
 - (1) Seasonal shorts or pants, worn appropriately;
 - (2) Shirts:
 - (a) Tucked in (unless designated otherwise by the Superintendent or designee i.e. pregnant girls);
 - (b) Right side out; and
 - (c) Sleeves unrolled;
 - (3) Socks;
 - (4) Shoes, secured appropriately;
 - (5) Undergarments, worn appropriately;
 - (6) Sweat shirt (seasonal);
 - (7) Winter jacket (seasonal);

- ii. During hygiene time:
 - (1) Shorts;
 - (2) T-shirt; and
 - (3) Shower shoes (to be worn to and from showers).
- iii. At all times wear:
 - (1) Clothing which is:
 - (a) Neat;
 - (b) Clean;
 - (c) Free of rips and tears;
 - (d) Sized correctly;
 - (e) Worn appropriately; and
 - (f) Appropriate to the season and climate conditions.
 - (2) Shirts, pants or shorts, socks, and shoes at all times except for bed time;
 - (3) Shower shoes without socks only to and from the shower;
 - (4) Caps only when outside or working in food service;
 - (5) Hair nets (state issued; Food Service juvenile workers only). Juveniles shall not remove hair nets from the kitchen;
 - (6) Clothing which is not excessively layered;
 - (7) No handmade jewelry other than approved religious symbols or artifacts which are issued and/or approved by the Chaplain;
 - (8) Approved religious symbols, artifacts, or head coverings which are issued and/or approved by the Chaplain;
 - (9) Boxers/briefs appropriately (not showing);
 - (10) Pants at waist level;
 - (11) NO-beanies or bandanas.
- b. Any **EMPLOYEE** shall direct other employees, parents/legal guardians, or juveniles who have questions regarding permitted clothing to the appropriate YPO III or YPS.

4. **Acceptance and Distribution of Property:**

- a. **ADJC**, through the **YPS OR DESIGNEE**, shall provide the juvenile with all clothing and individual hygiene items as required in accordance with this procedure.
- b. **PARENTS/LEGAL GUARDIANS** may mail property to each facility:
 - i. Prior to delivery or mailing of property, the **PARENT/LEGAL GUARDIAN** shall contact the YPS or YPO III for approval of items;
 - ii. At this time, the **YPS OR YPO III** shall:
 - (1) Complete Form 4042.01A Juvenile Property Form and sign off on it; and
 - (2) Forward the completed Juvenile Property Form to Security.
- c. **SECURITY PERSONNEL** shall accept property at all facilities on Tuesdays, Wednesdays, and Thursdays between the hours of 6:00 a.m. and 8:00 p.m.

5. **Property Inventory:**

- a. **SECURITY PERSONNEL** shall inventory all juvenile clothing upon initial admission to an ADJC secure facility and record the inventory on Form 4042.01A Juvenile Property Form.
- b. **HOUSING UNIT PERSONNEL** shall include, at minimum, the following in the juvenile property records:
 - i. Inventory of the juvenile's property upon arrival;
 - ii. Any property items retained or returned to the parent(s)/guardian(s) which are clearly identified and marked as such on the inventory sheet;
 - (1) **HOUSING UNIT PERSONNEL** shall place the documentation listing the date and the property item(s) given/mailed to parent(s)/guardian(s) in the juvenile's Field File;
 - iii. Any additional property received, identified, and marked while the juvenile is in secure care;
 - iv. Documentation of any property returned or disposed of while the juvenile is in secure care;
 - v. Inventory of the juvenile's property prior to transport to a different secure facility;

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- vi. Verification upon release to conditional liberty that all property released to a juvenile is listed on the Property Inventory Form.

6. Disallowed Property – Storage and Disposal:

- a. The **PROPERTY OFFICER** shall:
 - i. Process illegal contraband in accordance with Procedure 4063.01 Contraband;
 - ii. Attempt to release all disallowed property to the juvenile's parent/guardian at the earliest possible visitation while the juvenile remains in the secure facility;
 - iii. Forward disallowed property upon a juvenile's transfer to a different facility;
 - iv. Release all disallowed property to the juvenile upon his/her release from the secure facility unless possession of such item(s) is illegal; and
 - v. Upon 30 days or more after a juvenile's release from the secure facility:
 - (1) Destroy unclaimed property; or
 - (2) Donate unclaimed property to a charitable organization.

7. Removal of Property:

- a. **AGENCY PERSONNEL** shall:
 - i. Only remove an item of a juvenile's standard issue property from his/her room in accordance with safety and security issues because the item poses an actual safety/security risk to the juvenile or others.
- b. **AGENCY PERSONNEL** shall not:
 - i. Remove basic hygiene or medical items from a juvenile for:
 - (1) Punishment; or
 - (2) As part of a behavior management system.
 - ii. Strip a juvenile's room or remove his/her property for punitive or retaliatory reasons.
- c. The **YPS, UNIT PERSONNEL, OR THE ON-CALL SUPERVISOR** shall:
 - i. Be the primary employees responsible for deciding:
 - (1) What items shall be removed; and
 - (2) How to proceed with property removal.
 - ii. Document the removal and the justification for doing so in:
 - (1) An Incident Report (IR); and
 - (2) If applicable, Form 4200.07A Multidisciplinary Team Weekly Meeting Notes.
 - iii. Place the property form in the juvenile's Field File.

8. Missing Property:

- a. **HOUSING UNIT PERSONNEL** shall write an IR to document any missing or damaged property;
- b. The **YPS** shall follow-up on all IRs involving missing juvenile property; and
- c. The **YPO III OR DESIGNEE** shall file the IR and supplemental IR in the juvenile's Field File with a copy to the juvenile's property file, if a separate property file is maintained.

Signature Date

9/11/08

Effective Date

9/12/08

Approved by Process Owner

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